

MEDICAL EMERGENCY RESPONSE PLAN

Goal # 1: (Before) Have equipment available and personnel trained to handle a medical emergency

- Objective 1.1: Ensure all members of the team are CPR certified and have basic first aid training.
- Objective 1.2: Ensure all medical supply kits are complete and current.
- Objective 1.3: Ensure members of the Medical Emergency Response Team are familiar with all medical supplies, where they're located and how to use them.
- Objective 1.4: Identify roles and responsibilities of the Medical Emergency Response Team members.
- Objective 1.5: Establish a communication system between the Sunday School and the Sanctuary.

Goal #2: (During) Provide medical assistance as needed until help arrives.

- Objective 2.1: Ensure the environment is safe to provide assistance. Do not become a victim yourself.
- Objective 2.1: Assess the medical situation.
- Objective 2.2: If a serious injury or medical emergency occurs, immediately call 911.
 - Provide persons age and gender
 - Location
 - The nature of the emergency and whether or not the person is conscious and breathing
 - Provide any other pertinent information such as events leading up to the emergency or past medical history
- Objective 2.3: Send someone to retrieve necessary medical supplies.
- Objective 2.4: Do not move the person unless absolutely necessary.
- Objective 2.5: Perform first aid as needed until help arrives.
- Objective 2.6: Send someone to meet and direct emergency personnel to the right location.
- Objective 2.7: Ensure personal privacy. With the assistance of the ushers have everyone, other than family members, escorted from the area.
- Objective 2.8: Once emergency responders have arrived relay all pertinent information regarding the incident to them, preferably in writing.
- Objective 2.9: Relay information to the family and provide assistance as needed.

Goal #3: (After) Review and document

- Objective 3.1: All team members involved should complete an Incident Report to document the incident identifying what happened, when it occurred, what steps were taken, who was involved, who responded, who assisted. To maintain confidentiality, the Incident Report will be filed in a secure location.
- Objective 3.2: Review incident procedures to determine if procedures were followed, what might have been more effective, and if procedures should be modified for future incidents.
- Objective 3.3: Hold a debriefing session to talk through the event and provide support to the team members involved.